Non-discretionary items (per annum)Management fees1Per admin agreemDisbursements2Per admin agreemAnnual tax return preparation and lodgment (incl. tax agents fee)3160.001Workcover application/renewal470.001Emergency after hours support590.009Contractor compliance review6100.001Software (per lot)725.001Archive storage (per box)840.004Electronic storage950.009Insurance certificate1040.004Monthly reconciliation11180.001Discretionary Items (as needed)Hourly rate recovery (per hour)-1300.003- Strata manager14200.002- Strata assistant15160.001- Admin/accts16100.001After hours meeting per hour or part thereof (outside advertised office hours)Manager/Assistant	
Management fees Disbursements Annual tax return preparation and lodgment (incl. tax agents fee) Annual tax return preparation and lodgment (incl. tax agents fee)  Workcover application/renewal Emergency after hours support Contractor compliance review 6 100.00 1 Software (per lot) Archive storage (per box) Electronic storage Insurance certificate Monthly reconciliation Discretionary Items (as needed) Hourly rate recovery (per hour) - General Manager/Executive Management - Strata manager - Strata assistant - Admin/accts After hours meeting per hour or part thereof (outside advertised office hours)  1 Per admin agreem 1 Per admin agreem 1 16 100.00 1 Per admin agreem 1 16 100.00 1 1 Per admin agreem 1 16 100.00 1 1 Per admin agreem 1 16 100.00 1 1	nent 176.00 77.00 99.00 110.00 27.50 44.00 55.00
Disbursements  Annual tax return preparation and lodgment (incl. tax agents fee)  Morkcover application/renewal  Emergency after hours support  Contractor compliance review  Software (per lot)  Archive storage (per box)  Electronic storage  Insurance certificate  Monthly reconciliation  Discretionary Items (as needed)  Hourly rate recovery (per hour)  - General Manager/Executive Management  - Strata manager  - Strata assistant  - Admin/accts  After hours meeting per hour or part thereof (outside advertised office hours)  Montagents agents and 160.00  1 160.00  1 170.00  1 180.00	nent 176.00 77.00 99.00 110.00 27.50 44.00 55.00
Annual tax return preparation and lodgment (incl. tax agents fee)  Workcover application/renewal  Emergency after hours support  Contractor compliance review  Software (per lot)  Archive storage (per box)  Electronic storage  Insurance certificate  Monthly reconciliation  Discretionary Items (as needed)  Hourly rate recovery (per hour)  - General Manager/Executive Management  - Strata manager  - Strata assistant  - Admin/accts  After hours meeting per hour or part thereof (outside advertised office hours)  1 1 100.00  1	176.00 77.00 99.00 110.00 27.50 44.00 55.00 44.00
Workcover application/renewal       4       70.00       1         Emergency after hours support       5       90.00       6         Contractor compliance review       6       100.00       1         Software (per lot)       7       25.00       2         Archive storage (per box)       8       40.00       4         Electronic storage       9       50.00       9         Insurance certificate       10       40.00       4         Monthly reconciliation       11       180.00       1         Discretionary Items (as needed)       1       1       180.00       1         Hourly rate recovery (per hour)       - General Manager/Executive Management       13       300.00       3         - Strata manager       14       200.00       2         - Strata assistant       15       160.00       1         - Admin/accts       16       100.00       1         After hours meeting per hour or part thereof (outside advertised office hours)       Manager/Assistant	77.00 99.00 110.00 27.50 44.00 55.00 44.00
Emergency after hours support   5   90.00	99.00 110.00 27.50 44.00 55.00 44.00
Contractor compliance review       6       100.00       1         Software (per lot)       7       25.00       2         Archive storage (per box)       8       40.00       4         Electronic storage       9       50.00       9         Insurance certificate       10       40.00       4         Monthly reconciliation       11       180.00       1         Discretionary Items (as needed)         Hourly rate recovery (per hour)       300.00       3         - General Manager/Executive Management       13       300.00       3         - Strata manager       14       200.00       2         - Strata assistant       15       160.00       1         - Admin/accts       16       100.00       1         After hours meeting per hour or part thereof (outside advertised office hours)       Manager/Assistant	110.00 27.50 44.00 55.00 44.00
Software (per lot)       7       25.00       3         Archive storage (per box)       8       40.00       4         Electronic storage       9       50.00       9         Insurance certificate       10       40.00       4         Monthly reconciliation       11       180.00       1         Discretionary Items (as needed)         Hourly rate recovery (per hour)         - General Manager/Executive Management       13       300.00       3         - Strata manager       14       200.00       2         - Strata assistant       15       160.00       1         - Admin/accts       16       100.00       1         After hours meeting per hour or part thereof (outside advertised office hours)       Manager/Assistant	27.50 44.00 55.00 44.00
Archive storage (per box)       8       40.00       4         Electronic storage       9       50.00       9         Insurance certificate       10       40.00       4         Monthly reconciliation       11       180.00       1         Discretionary Items (as needed)         Hourly rate recovery (per hour)         - General Manager/Executive Management       13       300.00       3         - Strata manager       14       200.00       2         - Strata assistant       15       160.00       1         - Admin/accts       16       100.00       1         After hours meeting per hour or part thereof (outside advertised office hours)       Manager/Assistant	44.00 55.00 44.00
Electronic storage Insurance certificate Monthly reconciliation Discretionary Items (as needed)  Hourly rate recovery (per hour) - General Manager/Executive Management - Strata manager - Strata assistant - Admin/accts After hours meeting per hour or part thereof (outside advertised office hours)  9 50.00 10 40.00 11 180.00 12 300.00 13 300.00 14 200.00 15 160.00 16 100.00 17 Manager/Assistant	55.00 44.00
Insurance certificate  Monthly reconciliation  Discretionary Items (as needed)  Hourly rate recovery (per hour)  - General Manager/Executive Management  - Strata manager  - Strata assistant  - Admin/accts  After hours meeting per hour or part thereof (outside advertised office hours)  10  40.00  40.00  11  180.00  1  300.00  3  300.00  2  15  160.00  1  Manager/Assistant	44.00
Monthly reconciliation 11 180.00 1  Discretionary Items (as needed)  Hourly rate recovery (per hour) - General Manager/Executive Management 13 300.00 3 - Strata manager 14 200.00 2 - Strata assistant 15 160.00 1 - Admin/accts 16 100.00 1  After hours meeting per hour or part thereof (outside advertised office hours)  Manager/Assistant	
Discretionary Items (as needed)  Hourly rate recovery (per hour)  - General Manager/Executive Management  - Strata manager  - Strata assistant  - Admin/accts  After hours meeting per hour or part thereof (outside advertised office hours)  13 300.00 3  3 300.00 2  14 200.00 2  15 160.00 1  16 100.00 1  Manager/Assistant	198.00
Hourly rate recovery (per hour) - General Manager/Executive Management - Strata manager - Strata assistant - Admin/accts  After hours meeting per hour or part thereof (outside advertised office hours)  13 300.00 3 4 200.00 2 15 160.00 1 16 100.00 1 1 Manager/Assistant	
- General Manager/Executive Management  - Strata manager  - Strata assistant  - Admin/accts  After hours meeting per hour or part thereof (outside advertised office hours)  13 300.00 2 200.00 2 15 160.00 1 100.00 1 Manager/Assistant	
- Strata manager - Strata assistant - Admin/accts  After hours meeting per hour or part thereof (outside advertised office hours)  14 200.00 2 16 160.00 1 17 Manager/Assistant	
- Strata assistant - Admin/accts  After hours meeting per hour or part thereof (outside advertised office hours)  15	330.00
- Admin/accts  After hours meeting per hour or part thereof (outside advertised office hours)  16 100.00 1  Manager/Assistant	220.00
After hours meeting per hour or part thereof (outside advertised office hours)  Manager/Assistant	176.00
	110.00
	rate
Travel expenses per ATO km rate (plus parking & accommodation if applicable)  Manager/Assistant	rate
Preparation of notices, documents, motions, submissions and correspondence Manager/Assistant	rate
Debt collection	
- Liasing with lawyers and/or other professionals Admin/Accts rat	:e
- Preparation of information required for lawyers and/or other professionals	
Levy arrears adjustment/reversal/payment plan administration (per request)  Admin/Accts rat	
Invoicing incl. utility billing and on-charges to lot owners  Admin/Accts rat	:e
Processing levy refunds and dishonoured cheques Admin/Accts rat	:e
Audit Fees (incl. preparation of documents for auditor)	
	385.00
	522.50
	571.00
	775.50
	902.00
,	,226.50
	,419.00
	,150.50
	,816.00
	220.00
	550.00
	140.00
Debt recovery	20.50
	38.50
	38.50
	55.00
	99.00
	44.00 55.00
Meetings 50 50.00 S	JJ.00
	220.00
j	220.00 165.00
	220.00
	220.00 137.50
Prep information for the following (per job):	.57.50
- Ashestos, fire and cladding reports	
- Insurance valuations	55.00
- Safety & maintenance audits	
	38.50
	6.60
	11.00
	82.50
1	143.00
	220.00
Term deposits and strata loans (once off setup & management) 80 200.00 2	
	11.00
Utility billing   <b>81</b>   10.00   :	99.00
Utility billing         81         10.00	